

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2014-201 **Issue Date:** 11-17-14 **Closing Date:** 12-03-14

Law Enforcement Assistant
Yakama Nation Tribal Police
Department of Public Safety
Hourly Wage: \$14.56/Regular/Full-Time

Incumbent will be responsible for the processing of a variety of program documents and records, to include but not limited to program financial, procurement and administrative documents. Performs work in support of time and attendance record keeping, expense accounts and other vouchers; determines that necessary funds are available and that expenditures are in accordance with fiscal regulations. Assembles accounting data and compiles periodic or specific financial, statistical and other reports.

Knowledge, Skills and Abilities:

- Knowledge of modern secretarial skills and general office principles, practices and techniques.
- Knowledge of and effective use of grammar.
- Thorough knowledge of tribal and governmental accounting practice and principles.
- Knowledge of the JD Edwards Accounting software.
- Basic knowledge of the Privacy Act and the Freedom of Information Act laws and regulations.
- Knowledge of the Yakama Reservation, people and traditions.
- Demonstrate reliability and punctuality. Exhibit above average time and attendance.
- Demonstrate above average computer and typing skills.
- Ability to deal diplomatically and effectively with people at all levels of the organizational structure, with Government, local agencies, Tribes and individuals.
- Ability to collect and organize information.
- Ability to adhere to high standards of personal conduct on and off the job.
- Ability to maintain strict confidentiality of program and client information.
- Ability to follow oral and written instructions.
- Ability to work independently and productively with minimal supervision.
- Ability to work effectively as a member of the team.
- Ability to use advanced computer techniques to produce quality documents using word processor, Spreadsheets, presentation software, and publishing software.

General Recruiting Indicators:

- Requires a high school diploma or equivalent, AND 3-years work experience in office support, with specialized experience in or related to preparing travel authorizations, time and attendance records, program administrative or governmental accounting. OR
- 4 years of completed education above the high school level.

Special Requirements:

- Required to successfully pass a criminal background check. No misdemeanor or felony convictions.
- Required to sign a code of conduct and understand sanctions for misconduct.
- Must possess a valid WA State Driver's License with ability to obtain a Yakama Tribal Driver's Permit.
- Required to maintain basic first aid and CPR card current.
- Minimum keyboarding/typing skill of 40 words per minute (wpm)
- Required to pass a pre-employment drug & alcohol test.